

Department of Administrative Services
Construction Services Division/School Construction
JOB OPPORTUNITY
Construction Services Assistant Project Manager
(Durational position – funded through February 2016)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list; State employees who currently hold or previously attained permanent status
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 107646
Hours: Full Time, 35 hours/week
Salary: ES26 \$64,070 - \$87,884 annually
***New hires to state service start at the minimum
May be eligible for benefits after 6 months continuous employment***
Closing Date: April 21, 2014

The Department of Administrative Services/Construction Services/School Construction unit seeking a qualified applicant to fill a full-time, durational Construction Services Assistant Project Manager position (position is funded through February 2016). The Assistant Project Manager will be responsible for: the review of change orders for completeness, accuracy and consistency with contract documents, codes and agency statutory requirements, more specifically defined under Chapter 173 of the Connecticut General Statutes; consulting with project managers, supervising project managers, consultants, engineers and other design reviewers throughout the design and construction process to ensure the efficient processing of project change orders; maintain school construction change order log.

Preferred Knowledge and Experience

- knowledge of building and fire codes and standard tests for fire rating;
- knowledge of structural, mechanical and electrical systems;
- knowledge of engineering and architectural principles as they pertain to code compliance application;
- knowledge of school construction grant program funding as it pertains to school construction documents to determine eligibility for state grant assistance;
- ability to conduct compliance reviews of construction specifications and drawings;
- interpersonal skills;

Eligibility Requirements: Candidates must have applied for and passed the Construction Services Assistant Project Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 or
Email to DAS.HR.SMART@ct.gov
Subject line **MUST** include: ASSTPM, 107646 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.